

**UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA**



**CLERK'S OFFICE SERVICES  
FOR ATTORNEYS  
AND THE GENERAL PUBLIC**

The United States District Court, Central District of California is one of the largest federal courts in the nation. The clerk's office has put this brochure together to provide a quick reference for attorneys and the general public regarding the services that are currently available. Feedback and suggestions as to how we might improve our service are always appreciated.

### **! Office Hours and Drop-Off Box Hours**

The clerk's office hours are 8:30 A.M. - 4:00 P.M., Monday-Friday, excluding court observed holidays. Documents placed in the drop-off box prior to the opening of the clerk's office at 8:30 a.m. will be deemed filed as of the previous business day. Note that all documents must be served on opposing parties in accordance with the time frames provided in the Federal Rules of Civil Procedure. For after hour emergency filings, call the following telephone numbers: Western Division: (213) 894-2215, (213) 894-1426 or (213) 894-3651; Southern Division: (714) 338-4751; Eastern Division: (909)276-6242.

### **! Fax Service**

A fax service is available that allows attorneys to request and receive copies of filed Western Division court documents, docket sheets, forms and other court related materials such as Federal Records Center retrieval information via facsimile transmittal. The clerk's office will set up a convenient billing system for firms and attorneys participating in this service. The federal fee schedule will apply for copies and research requested with no additional service charges. For further information call (213) 894-5261 or 5191. This service will be expanded to the Southern Division during 1999.

### **! Document Imaging System**

The clerk's office is finalizing a district-wide document imaging system that will allow attorneys to quickly receive service of judgments, orders, and other documents by facsimile transmission instead of by mail. If, for any reason, facsimile transmission is not made within three attempts, the computer will automatically generate mailing labels and print a copy of the document ready for mailing. There is no charge for this service. To sign up, please obtain an enrollment form from the clerk's office or through the website or call (213) 894-3863.

### **! Web Site**

The district court is now on line. Gather information about attorney admissions and filing procedures; review master and daily calendars, requirements for court appearances, Local Rules, General Orders and published opinions; obtain extensive attorney assistance information; download court forms and keep apprised of recent innovations in the clerk's office. Visit the court's home page at [www.cacd.uscourts.gov](http://www.cacd.uscourts.gov).

## **! Records**

All pending criminal and civil cases, as well as closed cases filed within the last two years, may be viewed, at no charge, at the clerk's office. Case files and dockets may be obtained on the same day as requested unless the requested material is unavailable. To identify which clerk's office maintains the case file you wish to view, please refer to the prefix of the case number as follows:

Western Division (Los Angeles)	- CV 99-0000 - civil - CR 99-0000 - criminal
Southern Division (Santa Ana)	- SACV 99-0000 - civil - SACR 99-0000 - criminal
Eastern Division (Riverside)	- EDCV 99-0000 - civil - EDCR-99-0000 - criminal

Viewing hours are from 8:30 A.M. - 4:00 P.M., Monday-Friday, excluding federal holidays. There is a charge for copies, certifications, and exemplifications. For more information, call the appropriate division or visit our website. The telephone numbers are listed on the back page of this brochure.

## **! PACER**

The "Public Access to Court Electronic Records" (PACER) is an electronic retrieval system that provides criminal and civil summaries and docket information using a computer terminal. The docket information may be downloaded for printing or may be viewed on screen. The PACER service is available 24 hours a day, including weekends. For more information, call (800) 676-6856.

## **! Interpreter Services**

The interpreter services section of the clerk's office provides interpreters for all criminal cases that require the use of a language other than English, including American Sign Language. The interpreters services section also makes interpreter referrals in response to inquiries from private law firms for civil cases or matters pending in state court. For further information, call (213) 894-4370.

## **ÿ Attorney Work Room**

For attorneys, a work room is located on the second floor of the Spring Street Courthouse and on the first floor of the Roybal Federal Building. The workrooms have Pentium personal computers with access to Westlaw, WordPerfect, and PACER; laser printers, storage lockers, copy machines and individual conference rooms. An attorney work room will be available in the

Southern Division in 1999.

### **ÿ Evidence Presenters**

The clerk's office has evidence presenters available for attorneys to use in court proceedings. This technology connects an overhead projector to monitors which display pictures for the judge, attorneys and the jury. There is no charge for using the equipment; however, due to the high demand for its use, the equipment is reserved on a first-come, first-served basis. For more information or to reserve the equipment, contact the Procurement Department (Western Division, Spring Street Courthouse) at (213)894-7165 or (213)894-6219; Bob Bolton (Western Division, Roybal Federal Building) at (213)894-8481; Janine Duffy or Dwayne Roberts (Southern Division) at (714)338-4750; Kiry Gray (Eastern Division) at (909)276-6170.

### **ÿ Criminal Justice Act (CJA) Voucher Inquiry**

CJA Panel Attorneys may obtain information as to the payment status of their CJA vouchers through the CJA Inquiry Program. The CJA Inquiry Program is available through a computer terminal located at the 312 North Spring Street Courthouse in Los Angeles, Room 529. CJA Panel Attorneys may obtain information from the computer by the use of their last name and/or voucher number. A variety of information is available; for example, when the voucher was paid, amount of payment, location of voucher and other payment status information.

### **ÿ Ordering Transcripts**

District court civil and criminal transcripts may be ordered by making financial arrangements with the individual court reporters. To identify which reporter to contact for a specific in-court matter, please refer to the appropriate docket entry on the civil or criminal docket sheet which is now electronically available on PACER. Transcript orders from magistrate judge courts should be placed with the magistrate judge courtroom deputy clerk. Please refer to the website for the necessary telephone numbers and applicable fees.

**UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA**

**WESTERN DIVISION**

Clerk's Office, Room G-8  
312 North Spring Street  
Los Angeles, California 90012  
(213) 894-3535  
(213) 894-2215  
(213) 894-3648  
(213) 894-0958  
(213) 894-2356

**SOUTHERN DIVISION**

Clerk's Office, Room 1053  
411 West 4<sup>th</sup> Street  
Santa Ana, California 92701-4516  
(714) 338-4750  
(714) 338-4751

**EASTERN DIVISION**

Presley Hall of Justice  
Clerk's Office, Room 137A  
4100 Main Street  
Riverside, California 92501  
Mailing address: P.O. Box 13000  
Riverside, California 92502-3000  
(909) 276-6170  
(909) 276-6171